

The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
State Laboratory Institute  
305 South Street, Jamaica Plain, MA 02130

BUREAU OF LABORATORY SCIENCES

Packaging and Shipping checklist:

**Blood:**

- ☐ Hospital label (Medical records number, specimen identification number, collector's initials, and date and time of collection)
- ☐ Evidence tape across top of tube
- ☐ Initials of person who drew the blood half on tape and half on tube
- ☐ Wrap tubes in bubble wrap or secure in a gridded box
- ☐ Add sheets of absorbent into secondary containers
- ☐ Place tubes in watertight secondary containers that has a biohazard label
- ☐ Place cold packs and cushioning material on bottom of shipping container
- ☐ Place secondary containers on top of cold packs
- ☐ Add more cold packs on top of secondary containers
- ☐ Add enough cushioning to prevent secondary container from jostling during shipment
- ☐ If secondary containers do not have a separate pouch for sample submission forms, place those forms in a zip-top bag, along with the shipping manifest, and place the bag on top of the specimens. Close box and tape

**Labels for blood outer packages:**

- To \_\_\_\_\_
- From \_\_\_\_\_
- Orientation labels (opposite sides of the outer package)
- UN3373
- "Diagnostic Specimens"

## Urine:

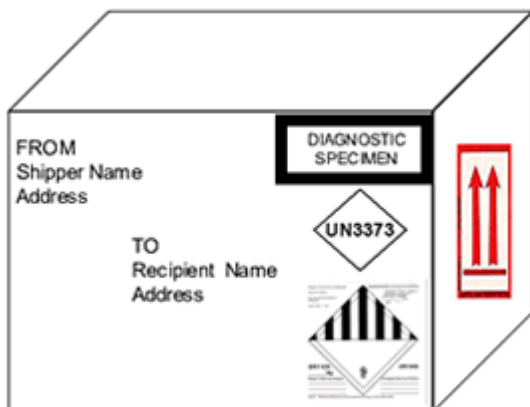
- ☐ Hospital label (Medical records number, specimen identification number, collector's initials, and date and time of collection)
- ☐ Parafilm around cap
- ☐ Evidence tape across top
- ☐ Initials of person who took urine, half on the cup, half on evidence tape
- ☐ Secure in gridded box
- ☐ Add sheets of absorbent into secondary containers
- ☐ Place urine cups in secondary containers that has a biohazard label
- ☐ Place dry ice on bottom of shipping container. Make sure the secondary container is not air tight so the dry ice can expand during shipment
- ☐ Place secondary container into outer packaging
- ☐ If secondary containers do not have a separate pouch for sample submission forms, place those forms in a zip-top bag, along with the shipping manifest, and place the bag on top of the specimens. Close box and tape

### Labels for urine outer packages:

- To \_\_\_\_\_
- From \_\_\_\_\_
- Orientation labels
- Class 9 label
- UN3373
- Diagnostic Specimens
- UN 1845 \_\_\_\_\_ Kg net wt

## Completed Packages

Urine Shipper



Blood Shipper

